



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1373

S: 30 April 2016

ARNG-HCM

29 March 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Announcement for the Senior Enlisted Advisor (SEA) for U.S. Army South Command (USARSO), Fort Sam Houston, TX

1. References:

a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.

b. Memorandum, National Guard Bureau, ARNG-HRH, 12 December 2013, subject: Title 10 (T10) Army National Guard Active Guard Reserve Life Cycle Management Strategy and Plan (ARNG-HRH Policy Memorandum #13-041).

2. The ARNG is seeking applications from highly qualified Non-Commissioned Officers (NCOs) to serve as Army National Guard Senior Enlisted Advisor (SEA) for U.S. Army South Command (USARSO), Fort Sam Houston, TX.

3. Eligibility. Current Title 32 (T32) Active Guard Reserve (AGR), Current Title 10 (T10) AGR, and Traditional status NCOs in the grade of E-9.

4. The selected NCO will be processed the following way depending on their current duty status.

a. T32 AGR NCO – will be accessed into the T10 AGR program for a duration of two years and will serve on a One Time Occasional Tour (OTOT). Dependent upon the Soldiers performance and the availability of an E9 control grade voucher, the incumbent may be offered the option of a third year. Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to the T32 AGR program or to a traditional duty status.

b. Traditional (M-Day) NCO – will be accessed into the T10 AGR program for duration of two years on a One Time Occasional Tour (OTOT). Dependent upon the Soldiers performance and the availability of an E9 control grade voucher, the incumbent may be offered the option of a third year. Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to traditional duty status.

c. T10 AGR NCO – will remain in the T10 AGR program and will receive Permanent Change in Station (PCS) or reassignment orders.

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5. Brief Duty Description: The SEA advises the CG, DCG the CSM and key staff of US Army South on all ARNG enlisted personnel matters. The SEA represents approximately 1,750 enlisted National Guardsmen that participate in ARSOUTH exercises and Theater Security Cooperation (TSC) activities in the USSOUTHCOM Area of Responsibility (AOR) annually. Provides direct support and advice to the Senior Guard Advisor / Chief, G3 Exercises for all ARNG enlisted personnel and training matters. Coordinates with the Army National Guard SEA to address issues regarding overseas duty for training (ODT), Regionally Aligned Forces (RAF) or Overseas Contingency Operations (OCO) activities, and missions. Provides personnel guidance in the effective execution of ARNG T10 Statutory Tour programs with the G1 and G3. Provides general leadership including advice on all matters affecting the operational effectiveness of assigned personnel regardless of duty status within the G3 Exercise Division, to include enlisted, officers, and civilians; mentors enlisted personnel on priorities and goals, personal and career development, and assignment opportunities.

### 6. Pre-requisites:

- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
- b. Rank: SGM/E-9 (WJMW99 / 318 / 03).
- c. MOS: Immaterial.
- d. Military Education: Graduate, United States Army Sergeants Major Academy.
- e. Civilian Education: Associates Degree desired.
- f. Experience: 36-months' time in grade. Overseas deployment for OCO or ODT experience preferred. Experience with training or joint exercises/missions with partner nation military forces preferred.
- g. Security Clearance: Must possess a Secret Clearance.
- h. 8 months or less remaining on approved High School Stabilization (T10 only).
- i. 12 months or more time on station (T10 only).

### 7. Application.

- a. T10 AGR SGM – contact your Assignment NCO for an example of the 4187 that must be completed. Accompanying the 4187 will be a copy of your ERB, 705, 5500/1,



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last 3 NCOERs, latest PME 1059, and verification memo for your security clearance. Additionally, applicants need to submit both a military biography (see Optional example on GKO) and a letter to the board. The letter should detail your unique qualifications and how you would benefit the organization in this position. Once the 4187 is completed with all signatures you can mail the packet to the address in 7.c. or email the completed packet to your Assignment NCO.

b. T32 AGR/M-Day SGM – application procedures and required forms are available on the ARNG GKO website under “Find Jobs”:

<https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>. Additionally, applicants need to submit both a military biography (see Optional example on GKO) and a letter to the board. The letter should detail your unique qualifications and how you would benefit the organization in this position.

c. Application packets can be emailed to the POC in line 9 below or mailed to the National Guard Bureau Readiness Center, ARNG-HCM-E, 111 South George Mason Drive, Arlington, VA 22204-1373. All packets must be in accordance with the application process and be received no later than 30 April 2016.

d. Applications received with postage funded by the US Government for “personal” mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

e. This announcement will close at 1700 EST on 30 April 2016. Packets received after this time or packets that are not complete IAW the T10 AGR NCO application checklist will be returned without action.

8. The point of contact for information about this position is COL David Rose, Senior Guard Advisor, 210-295-6701 or [david.a.rose.mil@mail.mil](mailto:david.a.rose.mil@mail.mil).

9. Point of contact for packet submission is SFC Allen McGarry, Accessions NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7534, 703-601-7534, or [allen.d.mcgarry.mil@mail.mil](mailto:allen.d.mcgarry.mil@mail.mil).



ROBERTA NIEDT

COL, AG

Chief, Human Capital Management  
Division

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